

PERSONNEL FILE AUTHORIZATION

STATE OF MAINE

BUREAU OF HUMAN RESOURCES

NAME OF EMPLOYEE	SSAN	DATE
CURRENT JOB TITLE	NAME OF EMPLOYER	

The Bureau of Human Resources will make the microfiche personnel records of state employees available for inspection during normal working hours in accordance with the following procedures:

1. An employee or his/her designated representative may review a copy of the microfiche following completion of this form. A copy of this form will be placed on the microfiche record for future reference.
2. You may make a paper copy of material on your microfiche. Up to 5 pages may be copied free of charge. Copies made beyond the five pages will be charged at the prevailing rate.
3. You may keep a microfiche copy of the microfiche record.
4. You may request that we add appropriate material to your microfiche.
5. Every attempt will be made to provide immediate service, but in some instances it may be necessary to schedule a time for review.
6. We do not provide information of a confidential nature about you to anyone unless you specifically request so on this form.

SPECIFIC INFORMATION REQUESTED

I hereby authorize the following named individual from the named organization to review my microfiche personnel file and to make copies and add appropriate material.

NAME OF INDIVIDUAL TO REVIEW FILE	ORGANIZATION	
SIGNATURE OF EMPLOYEE		DATE